



JOB ANNOUNCEMENT

Open to the Public

OPEN DATE: October 4, 2021

CLOSE DATE: Open Until Filled

JOB TITLE: Recreation Specialist (3 Full Time)

PAY RATE: \$11.50/hour

DEPARTMENT: Parks & Recreation

DIVISION: Recreation

SUMMARY

Instructs and supervises wellness members in the use of the pool and gym equipment. Monitors and supervises aquatic activities (**Lifeguard**). Enforces facility policies and procedures to ensure the safety of all individuals utilizing the facility.

DUTIES AND RESPONSIBILITIES

- Provide a welcoming environment for all patrons.
- Supervises swimming activities at the aquatics facility and ensures that policies, guidelines, and safety procedures are followed.
- Warns swimmers of improper activities or danger and enforces pool regulations and water safety policies.
- Administers first aid in the event of injury, rescues swimmers in distress or danger of drowning, and administers CPR and/or artificial respiration, if necessary.
- Evaluates conditions for safety and initiates aquatics emergency action plan as required.
- Assists members with workouts and demonstrates the use of equipment in gym/pool.
- Disinfects machines daily; keeps litter picked up in all work areas; puts soiled towels in hamper; cleans tiles and keeps pool area clean during open swim and reports any additional environmental issues to appropriate staff.
- Informs members if exercise is being performed incorrectly; protects confidentiality of all members and always exhibits excellent customer service.
- Maintains presence during open pool/gym; monitors all clients during open times; reports any safety issues to supervisor, seeking assistance, when necessary; utilizes PPE as necessary.
- Maintains progress charts; updates attendance records daily; changes bulletin board information as directed; performs other clerical duties as requested.
- Attends departmental education programs as instructed.
- Performs daily, weekly, and monthly basic maintenance on fitness equipment and schedules routine maintenance for repair and upkeep of equipment.
- Performs daily routine cleaning such as cleaning windows, emptying trash, vacuuming, mopping, cleaning, and disinfecting equipment, restrooms, fitness area and locker rooms.
- Document any incidents and/or injuries.
- Respond to inquiries and service requests from employees, citizens, and others and refers, when necessary, to appropriate persons.
- Receive payments for programs, facility rentals, and other payments; keep various records.
- Assist in developing and maintaining office forms and flyers; assist with a variety of administrative tasks.
- Process program and class registrations; sell tickets for special events.
- Answer telephones, file and maintain records.
- Assist with scheduling and room rentals and assist public with use of Department facilities.

Recreation Specialist

Page 1 of 3

- Performs other duties as assigned.

MINIMUM JOB QUALIFICATIONS

- Must be at least 16 years of age

PREFERRED QUALIFICATIONS

- One (1) year related experience

EMPLOYMENT REQUIREMENTS

- If over 18 years age, must possess and maintain an insurable New Mexico Class D Driver's License.
- Must obtain and maintain certification of First Aid, CPR, and AED training within three months of hire.
- Must obtain and maintain Red Cross Lifeguard Certification within three months of hire.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to recognize and respond to emergencies through knowledge and application of lifeguard surveillance and rescue techniques.
- Ability to enforce pool policies while providing a high level of customer service.
- Ability to display a positive attitude for all patrons.
- Ability to prioritize tasks and manage time.
- Ability to arrive to work prepared and on time.
- Ability to assess a situation and make an informed decision independently.
- Ability to work as a team with other lifeguards, facility staff and management.
- Ability to maintain order and safety in a crowded and noisy environment.
- Ability to maintain facilities and equipment.
- Ability to respond appropriately to changing situations.
- Ability to effectively communicate in person, over the telephone, and in writing.
- Knowledge of basic office operations.
- Knowledge of health and wellness education.
- Knowledge of swimming and lifesaving practices and techniques.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Ability to react to emergency situations by quick movements, strenuous activity, and on occasion assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time.
- Work environment involves some exposure to hazards or physical risks which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises.
- Work is typically performed indoors and outdoors.
- Work requires frequent standing, walking, bending, squatting, climbing and kneeling.
- Regularly required to lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Frequently exposed to hazardous chemicals/materials, fumes/odors and dirty/dusty conditions.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:

http://lasvegasnm.gov/departments/human_resource_department

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov